

REVISED 12/1/2015

4-07 APPENDIX A: REQUIRED APPROVALS FOR ACCEPTANCE OF GIFTS AND BEQUESTS.

Nature of Gift or Bequest	Approval	Procedures
Gifts or bequests in the form of cash.	Cash gifts and bequests shall NOT be accepted regardless of circumstance or amount.	Cash gifts and bequests shall NOT be accepted regardless of circumstance or amount.
Acceptance of gifts valued in excess of \$35,000.	Secretary of Commerce	Receiving office prepares Form CD-210 and sends original to Gifts and Bequests Fund (GBF) Manager. GBF Manager obtains NOAA CFO approval, and forwards the CD-210 through Under Secretary and Administrator (UNSEC), NOAA to Chief Financial Officer and Assistant Secretary for Administration, DOC (CFO/ASA, DOC) for approval.
Acceptance of real property or interest in that property, regardless of the value.	(CFO/ASA, DOC)	Real Property Management Division prepares Form CD-210 and sends original to GBF Manager. GBF Manager obtains NOAA CFO approval, and forwards the CD-210 through UNSEC, NOAA to CFO/ASA, DOC for approval.
Gifts and bequests offered on the condition that the Department undertakes activities or expenditures not part of regular Departmental programs.	CFO/ASA, DOC	Receiving office prepares Form CD-210 and sends original to GBF Manager. GBF Manager obtains NOAA CFO approval, and forwards the CD-210 through UNSEC, NOAA to CFO/ASA, DOC for approval.

Nature of Gift or Bequest	Approval	Procedures
Gifts and bequests offered on the condition that the Department adheres to particular requirements as to deposit, investment, or management of the funds donated.	CFO/ASA, DOC	Receiving office prepares Form CD-210 and sends original to GBF Manager. GBF Manager obtains NOAA CFO approval, and forwards the CD-210 through UNSEC, NOAA to CFO/ASA, DOC for approval.
Gifts and bequests offered which require more than incidental expenditures in connection with administration and use.	CFO/ASA, DOC	Receiving office prepares Form CD-210 and sends original to GBF Manager. GBF Manager obtains NOAA CFO approval, and forwards the CD-210 through UNSEC, NOAA to CFO/ASA, DOC for approval.
Gifts and bequests offered which involve unusual conditions or requirements.	CFO/ASA, DOC	Receiving office prepares Form CD-210 and sends original to GBF Manager. GBF Manager obtains NOAA CFO approval, and forwards the CD-210 through UNSEC, NOAA to CFO/ASA, DOC for approval.
Gifts and bequests offered which involve an in-kind donation for travel, subsistence, and accommodations valued at \$500 or more over the amount authorized in the Department's Travel Handbook.	CFO/ASA, DOC	Receiving office prepares Form CD-210 and sends original to GBF Manager. GBF Manager obtains NOAA CFO approval, and forwards the CD-210 through UNSEC to CFO/ASA, DOC for approval. Authorized travel orders must accompany the CD-210.
Gifts and bequests offered which involve an in-kind donation for travel, subsistence, and accommodations valued less than \$500 over the authorized in the Department's Travel Handbook.	NOAA Authorized Official	Receiving office prepares Form CD-210 and sends original to GBF Manager. The GBF Manager obtains NOAA CFO approval. Authorized travel orders must accompany the CD-210.

Nature of Gift or Bequest	Approval	Procedures
Gifts from foreign governments or international organizations for travel or travel expenses taking place entirely outside the U.S. at more than minimum value ¹ .	UNSEC, NOAA	Receiving office prepares Form CD-210 and SF-326, and sends original forms to GBF Manager. GBF Manager obtains NOAA CFO approval, and forwards the CD-210 and SF-326 to the UNSEC.
Gifts (non-travel) and decorations from foreign governments or international organizations valued at more than minimum value.	Consult with the DOC Office of the Assistant General Counsel for Administration, Ethics Law and Programs Division prior to acceptance.	Submit the CD-210 and CD-342 to the NOAA GBF Manager. The NOAA GBF Manager The GBF Manager obtains the NOAA CFO approval and then submits the CD-210 and CD-342 to the DOC Office of the Assistant General Counsel for Administration, Ethics Law and Programs Division for approval.

¹ The minimum value for foreign gifts and decorations is determined at 3-year intervals in regulations prescribed by the Administrator of the General Services Administration. As of January 1, 2014, the minimum value means \$375 or less.

4-08 APPENDIX B: REQUIRED APPROVALS FOR EXPENDITURE OF GIFTS AND REQUESTS FUNDS.

Nature of Expenditure	Approval	Procedures
Entertainment expenditures which exceed \$2,500. ¹	CFO/ASA, DOC	CD-464 is prepared and submitted to the GBF Manager. GBF Manager will forward CD-464 to CFO/ASA, DOC for approval at least 14 calendar days in advance of the event.
Entertainment expenditures that are \$2,500 or less.	Under Secretary and Administrator (UNSEC), NOAA	CD-464 is prepared and submitted for approval to the UNSEC. The approved CD-464 will be provided to the NOAA GBF Manager.

¹Note: If the actual cost is higher than the estimate and over the \$2,500 threshold, retroactive approval of the total amount must be requested from the CFO/ASA, DOC. Likewise, if an event originally approved by the CFO/ASA, DOC has an actual cost of 10% or greater than the original estimate, post-approval by the CFO/ASA, DOC is required. In both instances, the post-approval request shall include a justification for the increase.

4-09 APPENDIX C: INSTRUCTION SHEET FOR DONOR OF CHECK TO NOAA.

PROCEDURES FOR DONATING TO THE NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

1. Make checks payable to:

National Oceanic and Atmospheric Administration

2. Include with the check a transmittal letter which states whether the purpose of the donation is to further the general mission of the National Oceanic and Atmospheric Administration or to further a specific project.

3. Forward the check and the transmittal letter to either:

Under Secretary and Administrator
National Oceanic and Atmospheric Administration
Herbert C. Hoover Building, Room 51030
14th and Constitution Avenue, N.W.
Washington, D.C. 20230-0001

or

Chief Financial Officer
National Oceanic and Atmospheric Administration
Herbert C. Hoover Building, Room 6202
14th and Constitution Avenue, N.W.
Washington, D.C. 20230-0001

The Department of Commerce is authorized by Sections 1522-1524 of Title 15, United States Code to accept donations. For the purpose of Federal income, estate and gift taxes, property accepted under Section 1522 of this title shall be considered as a gift or bequest to or for the use of the United States.

4-10 APPENDIX D: NOAA TRAVEL GIFT QUESTIONNAIRE.

TRAVEL GIFT QUESTIONNAIRE FOR NOAA

Please provide the following information and any written correspondence with the donor.

1. Traveler's name, title, and office: _____

2. Name of the event: _____

3. Name of donor (i.e., the person, company, or organization offering travel expenses):

4. Type of travel gift: airfare ☐ lodging ☐ meals ☐ registration fee waiver ☐ other ☐

5. Value of the gift, if known: _____

6. Did a NOAA employee ask the donor to pay for your travel? Yes ☐ No ☐

7. Dates of travel and location of event (and departure city, if not traveling from the Washington, DC area):

8. Describe how your participation in the event supports NOAA.

9. Has your supervisor determined that attendance at this event furthers NOAA's mission (including that the travel dates are reasonable and necessary)? Yes ☐ No ☐

10. Does the donor have any contracts with your specific line office? Yes ☐ No ☐

You may find this information on www.usaspending.gov. To use the site:

-click "Prime Award Advanced Search"

-under "Basic Criteria" click "Contracts" and type in the name of the recipient

-two spaces down, beside Department/Agency, click Commerce (code # 1300)

-in the list that opens up, click the box beside NOAA

-if you are unsure if a contract is current, click on the link after IDVPIID/PIID/MOD and look for the completion date line (usually near the top).

11. Does the donor have any grants with your line office? Yes ☐ No ☐

This information is at <https://grantsonline.rdc.noaa.gov/flows/publicSearch/begin.do>. Enter

the name of the donor under “Recipient Name” and select your line office.

12. Does the donor have any controversial matters before your agency? Yes ☐ No ☐

13. Describe any other special circumstances that may cause concern with the gift.

Prepared by the Ethics Law and Programs Division, Office of the General Counsel, United States Department of Commerce – June 25, 2013

Fillable form can be found at

http://ogc.commerce.gov/sites/ogc.commerce.gov/files/travel_gift_questionnaire-noaa-2015-june.pdf .